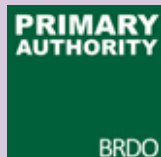




GREENE KING
BURY ST EDMUNDS

Be Safe, Legal and Compliant

Food Safety Record Book Buffets & Functions



INSPECTION PLAN APPROVED
Reading Borough Council

Pub Name:

Pub Number:

Once complete, please archive me in a safe place for 6 months

Guidance Notes – Buffet / Function Record Book

This Record Book is designed to show due diligence and ensure that we can demonstrate safe operation of buffets & function food service. Its objective is to maintain food safety within our businesses.

The Record Book must be completed as indicated for each buffet or “sit-down” function in order to maintain the necessary food, health and safety standards, due diligence and legal compliance.

Completion of this book is compulsory.

General Manager Accountabilities

1. To ensure all team members are coached and trained on the completion of the Record Book.
2. Check that the team are completing records for all buffets or functions correctly.
3. Ensure any corrective actions required are documented, actioned and completed,
4. Identifying and circling any errors in record keeping and documenting the action in the Record Book to prevent recurrence.

Duty Managers Responsibilities

1. Check the kitchen throughout your shift
2. Ensure that the record book is completed for any buffets that take place whilst you are on duty.
3. Where any critical points are not met, ensure appropriate corrective action has been taken to maintain food safety.
4. All Duty Managers to ensure probes are in working order as without a functional probe it is impossible to accurately check food temperatures.

Kitchen Team Responsibilities

1. Complete the entries in the Record Book for all buffets and functions.
2. Ensure any issues logged within the Record Book are escalated to the Duty Manager.
3. Ensure all cleaning is completed and documented.
4. Ensure all checks are completed and to the required standard.

Note – if any issues are found – YOU must take corrective action immediately.

HAZARD analysis

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Control Point	Target Specification or CRITICAL POINT	Actual Achieved (Temperature or Time)	
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PREPARATION			
Time prepared	On day of function		
Items cooked for later use	Core temperature > 75°C (note item(s) & temperature)		
Items cooled for later display	Max 90 minutes cooling time		
Stored after preparation	Storage temperature < 8°C Avoid cross contamination risk		
DISPLAY / SERVICE (SCOTLAND)			
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Time Displayed	Actual time placed out for service. If more than one serving, note all times.		
Time Removed	Cold Buffet: Max 4 hours at ambient Hot Buffet : Max 2 hours at ambient		
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Perishable items for cold buffet must be prepared for service minimising the time spent outside of refrigerated conditions, and then stored under refrigeration until put out for consumption.

Control Point	Target Specification or CRITICAL POINT	Actual Achieved (Temperature or Time)	
		COLD	HOT
PREPARATION			
Time prepared	On day of function		
Items cooked for later use	Core temperature > 75°C (note item(s) & temperature)		
Items cooled for later display	Max 90 minutes cooling time		
Stored after preparation	Storage temperature < 8°C Avoid cross contamination risk		
DISPLAY / SERVICE (SCOTLAND)			
Items cooked / reheated for display or service	Core temperature > 75°C / 82°C (note item(s) and temperature)		
Time Displayed	Actual time placed out for service. If more than one serving, note all times.		
Time Removed	Cold Buffet: Max 4 hours at ambient Hot Buffet : Max 2 hours at ambient		
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